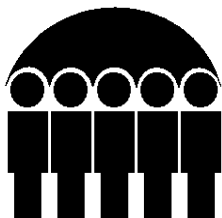


Revised September 16, 2003

Employees' Manual
Title 6
Chapter A

SOCIAL SECURITY PROGRAMS



Iowa
Department
of
Human Services

	<u>Page</u>
OVERVIEW	1
CASH BENEFITS	1
Worker Benefits	2
Family Benefits	2
Prouty Benefits.....	3
Transitional Benefits.....	4
Black Lung Benefits.....	4
Claim Number Benefit Identification Codes	4
MEDICARE.....	8
SUPPLEMENTAL SECURITY INCOME	8
LOCAL OFFICE RESPONSIBILITIES	8
Referral to the Social Security District Office	8
Information Exchange.....	9
Disability Determination.....	10
SOCIAL SECURITY OFFICES	11

OVERVIEW

The Social Security Administration (SSA) of the U.S. Department of Health and Human Services administers programs under Titles II and XVIII of the Social Security Act which are of particular significance to recipients of public assistance.

Title II provides monthly cash payments to retired workers and their dependents, to disabled persons and their dependents and to survivors of deceased workers. These payments are based on wages received in employment, net earnings from self-employment and certain credits for service in the armed forces of the United States after September 15, 1940. Monthly cash payments are also available to certain dependents or survivors of these persons. Certain special benefits, including Prouty and Black Lung are also available.

In addition, a lump sum death payment is made in certain circumstances when a deceased person has sufficient coverage under Social Security.

Title XVIII (Medicare) provides an insurance plan for meeting certain hospital and medical expenses for most people 65 or older and for people under 65 who have received Social Security disability benefits for 24 months or longer. Also covered are people of any age requiring renal dialysis or kidney transplant.

This chapter gives a brief description of various benefits available and the local office responsibilities regarding referrals and exchange of information with Social Security offices.

CASH BENEFITS

This section explains how cash benefits are administered by the Social Security Administration, including:

- ◆ Worker benefits
- ◆ Family benefits
- ◆ Prouty benefits
- ◆ Transitional benefits
- ◆ Black lung benefits
- ◆ Claim number benefit identification codes

Worker Benefits

Worker benefits administered by the Social Security Administration include:

- ◆ **Retirement Benefits.** Workers who retire may receive cash benefits as early as age 62. However, monthly benefits are permanently reduced when started before age 65.
- ◆ **Disability Benefits.** A worker may receive disability benefits at any age if physically or mentally disabled to the extent that the worker cannot engage in gainful employment, and the disability is expected to last at least 12 months or expected to result in death.
- ◆ **Lump-Sum Death Payment.** A lump-sum death payment (usually \$255) can be made when there is a spouse living in the same household or a surviving family member (widow, widower, or child) eligible to receive a Social Security benefit for the month in which the worker died.

Family Benefits

Cash benefits may also be available to members of a covered worker's family, as follows:

- ◆ **Retirement or disability.** When a worker receives retirement or disability benefits, other family members are also eligible to receive benefits, including:
 - Unmarried children under 18 (or under 19 if full-time high school students).
 - Unmarried children 18 or over who were severely disabled before age 22 and continue to be disabled.
 - A spouse 62 years of age or over.
 - A spouse under the age of 62 if the spouse is caring for a child under 16 (or disabled) when the child is receiving benefits based on the worker's earnings.
- ◆ **Survivors.** When a covered worker is deceased, the following family members may be eligible for benefits:
 - Unmarried children under age 18 (or under 19 if full-time high school students).
 - Unmarried children aged 18 or over who were severely disabled before age 22 and continue to be disabled.
 - A widow or widower who is 60 years of age or over.

- A widow or widower or surviving divorced parent, if caring for the deceased worker's child who is under the age of 16 or is disabled and receiving a benefit.
- A widow or widower 50 years old or over who becomes disabled not later than seven years following the worker's death, or if caring for a child as above, becomes disabled within seven years after the surviving parent's benefits end.
- A worker's dependent parents who are 62 years of age or older.

♦ **Divorced spouse.** When the marriage lasts at least 10 years:

- A divorced spouse may receive benefits at age 62 or over.
- A surviving divorced spouse may receive benefits at age 60.
- A disabled surviving divorced spouse may receive benefits at age 50.

As of January 1985, a spouse divorced at least two years can receive benefits at age 62 years or older, whether or not the former spouse (who is a covered worker) receives benefits.

Generally, in order to establish eligibility for family benefits, a marriage must have lasted:

- ♦ At least a year for dependents of a retired or disabled worker.
- ♦ At least nine months for survivors of a covered worker.

Prouty Benefits

In addition to the benefits under Title II, there is also provision for special benefits to certain persons age 72 or older and their spouses. These benefits can be made when the person is not eligible for Social Security benefits. No work under Social Security is required for people who reached age 72 before 1968.

People who reached 72 in 1968 or later need credit for some work under Social Security to be eligible for this payment. The amount of work credit needed increases gradually each year until it is the same as that required for retirement benefits.

Benefits are not rounded down to the nearest dollar for Prouty benefits.

Note: The "special age 72" benefits are distinguished from all other Social Security benefits by a provision prohibiting receipt of such benefits when the person receives a public assistance cash grant or the person's needs are included in another person's grant.

Medical assistance is not construed to be a public assistance cash grant. Therefore, a person may receive only Medicaid and the special age 72 benefit simultaneously. The special payments are also reduced by the amount of any other governmental pension, retirement benefit, or annuity.

Transitional Benefits

Males born in 1891 or earlier and females born in 1894 or earlier may receive “transitional benefits.” Benefits are not rounded down to the nearest dollar for “transitional benefits.”

Black Lung Benefits

Benefits are available to mine workers who are totally disabled due to pneumoconiosis (black lung disease) contracted in the nation’s underground coal mines. The basic benefit rate may be augmented if the miner has one or more dependents.

This law also provides benefits for widows, orphans, and certain dependent parents and dependent brothers and sisters of coal miners who die of black lung disease or were totally disabled by black lung disease at the time of death.

Qualification for Black Lung benefits does not depend on eligibility for Social Security benefits. Benefits are reduced for compensation received under any state or federal worker’s compensation law because of death or disability due to pneumoconiosis.

Local Social Security offices assist the Department of Labor by accepting living miners’ and survivors’ claims. However, the Department of Labor makes entitlement decisions, maintains benefit rolls, develops and evaluates medical evidence or records, etc., for all claims under its jurisdiction.

Claim Number Benefit Identification Codes

Each recipient of benefits is identified by a claim number consisting of:

- ◆ The nine-digit social security number of the worker on whose account the benefits are based, plus
- ◆ A one- or two-character suffix called a “beneficiary identification code” (BIC) which identifies the relationship of the claimant to the worker.

Following is a list of the most commonly used codes and their identification.

<u>Code</u>	<u>Type</u>
A	Wage earner
B	Aged wife (first claimant)
B1	Aged husband (first claimant)
B2	Young wife (first claimant)
B3	Aged wife (second claimant)
B4	Aged husband (second claimant)
B5	Young wife (second claimant)
B6	Divorced wife (first claimant)
B7	Young wife (third claimant)
B8	Aged wife (third claimant)
B9	Divorced wife (second claimant)
BG	Aged husband (third claimant)
BH	Aged husband (fourth claimant)
BJ	Aged husband (fifth claimant)
BN	Divorced wife (third claimant)
BP	Divorced wife (fourth claimant)
BQ	Divorced wife (fifth claimant)
BR	Divorced husband (first claimant)
BT	Divorced husband (second claimant)
BW	Young husband (second claimant)
BY	Young husband (first claimant)
C1-C9	Child (including disabled or student child)
CA-CK	
D	Aged widow (first claimant)
D1	Aged widower (first claimant)
D2	Aged widow (second claimant)
D3	Aged widower (second claimant)
D4	Widow remarried after age 60 (first claimant)
D6	Surviving divorced wife (first claimant)
D7	Surviving divorced wife (second claimant)
D8	Aged widow (third claimant)
D9	Remarried widow (second claimant)
DA	Remarried widow (third claimant)
DC	Surviving divorced husband (first claimant)

CASH BENEFITS**Claim Number Benefit Identification Codes**

Revised September 16, 2003

Iowa Department of Human Services

Title 6 Other Income Maintenance Programs**Chapter A** Social Security Programs

<u>Code</u>	<u>Type</u>
DD	Aged widow (fourth claimant)
DG	Aged widow (fifth claimant)
DH	Aged widower (third claimant)
DJ	Aged widower (fourth claimant)
DK	Aged widower (fifth claimant)
DL	Remarried widow (fourth claimant)
DG	Remarried widow (fifth claimant)
DM	Surviving divorced husband (second claimant)
DS	Remarried widower (first claimant)
DP	Remarried widower (second claimant)
DQ	Remarried widower (third claimant)
DR	Remarried widower (fourth claimant)
DT	Remarried widower (fifth claimant)
DV	Surviving divorced wife (third claimant)
DW	Surviving divorced wife (fourth claimant)
DX	Surviving divorced husband (fourth claimant)
DY	Surviving divorced wife (fifth claimant)
DZ	Surviving divorced husband (fifth claimant)
E	Mother (widow) (first claimant)
E1	Surviving divorced mother (first claimant)
E2	Mother (widow) (second claimant)
E3	Surviving divorced mother (second claimant)
E4	Father (widower) (first claimant)
E5	Surviving divorced father (first claimant)
E6	Father (widower) (second claimant)
E7	Mother (widow) (third claimant)
E8	Mother (widow) (fourth claimant)
E9	Surviving divorced father (second claimant)
EA	Mother (widow) (fifth claimant)
EB	Surviving divorced mother (third claimant)
EC	Surviving divorced mother (fourth claimant)
ED	Surviving divorced mother (fifth claimant)
EF	Father (widower) (third claimant)
EG	Father (widower) (fourth claimant)
EH	Father (widower) (fifth claimant)

<u>Code</u>	<u>Type</u>
EJ	Surviving divorced father (third claimant)
EK	Surviving divorced father (fourth claimant)
EM	Surviving divorced father (fifth claimant)
F1	Father
F2	Mother
F3	Stepfather
F4	Stepmother
F5	Adopting father
F6	Adopting mother
F7	Second alleged father
F8	Second alleged mother
G, G1-G9	Claimant for lump sum death benefit
J1-4	Primary Prouty beneficiary
K1-K9	Prouty spouse
KA-KM	
M	Uninsured beneficiary (not qualified for automatic hospital insurance benefits)
M1	Uninsured beneficiary (qualified for automatic hospital insurance benefits but refund)
T	Uninsured beneficiary (entitled to hospital insurance benefits under deemed or renal provisions)
W	Disabled widow (first claimant)
W1	Disabled widower (first claimant)
W2	Disabled widow (second claimant)
W3	Disabled widower (second claimant)
W4	Disabled widow (third claimant)
W5	Disabled widower (third claimant)
W6	Disabled surviving divorced wife (first claimant)
W7	Disabled surviving divorced wife (second claimant)
W8	Disabled surviving divorced wife (third claimant)
W9	Disabled widow (fourth claimant)
WB	Disabled widower (fourth claimant)
WC	Disabled surviving divorced wife (fourth claimant)
WF	Disabled widow (fifth claimant)
WG	Disabled widower (fifth claimant)
WJ	Disabled surviving divorced wife (fifth claimant)
WR	Disabled surviving divorced husband (first claimant)
WT	Disabled surviving divorced husband (second claimant)

September 16, 2003

MEDICARE

Title XVIII of the Social Security Act, known as Medicare, provides broad hospital and medical benefits to people over 65 years of age, certain beneficiaries of Social Security disability benefits, and people suffering from chronic renal diseases. Refer to 8-M, **MEDICARE**, for more information on Medicare coverage and the relationship between Medicare and Medicaid.

Medicare is administered by the federal Centers for Medicare and Medicaid Services (CMS) but the eligibility determination is made by the local offices of the Social Security Administration. The status and payment of claims is the responsibility of CMS and the various carriers that contract to process Medicare claims.

SUPPLEMENTAL SECURITY INCOME

Title XVI of the Social Security Act created the Supplemental Security Income program (SSI), which provides cash assistance to needy aged, blind and disabled persons. This program, implemented in 1974, replaces programs formerly administered by the states. SSI is administered by the Social Security Administration through its district offices.

LOCAL OFFICE RESPONSIBILITIES

Local office responsibilities related to the programs and services of the Social Security administration include:

- ◆ Referring people who may be eligible for benefits to the Social Security office to apply.
- ◆ Exchanging information as required by federal law and regulation.
- ◆ Providing information for use in disability determinations.

Referral to the Social Security District Office

Local office staff shall refer applicants and recipients to the local office of the Social Security Administration when it appears that the client may be eligible for benefits or to apply for a social security account number. Usually, application for a Social Security number and social security benefits is required as an eligibility factor.

See **Social Security Offices** for list of addresses of Social Security Administration offices in Iowa.

Local office staff are not expected to be acquainted with technical details of eligibility or computation of benefits. Workers need sufficient general knowledge to recognize situations in which a referral is appropriate.

Local offices are encouraged to maintain an active liaison with the Social Security office serving their area. Informational booklets on various programs administered by the Social Security Administration are available. Local offices should obtain a supply for use by staff for reference purposes.

Refer to the Employees' Manual for the various programs for policy on the need for a social security account number and requirements to apply for benefits for which the client may be eligible.

If the client needs to apply for a Social Security account number for one or more of the household members, an *SSA Application for a Social Security Number Card*, forms SS-5 and SS-5-SP must be completed. See 14-G-Appendix, **SSA Application for a Social Security Number Card, Forms SS-5 and SS-5-SP**, for instructions.

Information Exchange

Information and data on mutual clients of the Department and the Social Security Administration shall be exchanged as required by federal law and regulations.

Note: Information obtained by the Department is covered by confidentiality policies and shall be used only in the determination of eligibility and the amount of benefits for clients of the Department.

Data processing systems have been established to enable the Social Security Administration and the Department to exchange information regarding mutual clients. Please refer to applicable chapters in the Employees' Manual for procedures in using the various systems.

- ◆ **Social Security Number Verification** is described in 14-G. The Department uses several methods to confirm that social security numbers are valid and are assigned by the Social Security Administration to a particular person.
- ◆ **State Data Exchange (SDX)** is described in 14-E. This report provides information concerning Supplemental Security Income (SSI) recipients.

LOCAL OFFICE RESPONSIBILITIES

Information Exchange

September 16, 2003

Iowa Department of Human Services
Title 6 Other Income Maintenance Programs
Chapter A Social Security Programs

- ◆ **Beneficiary Data Exchange (BENDEX)** is described in 14-G. This report provides information on social security benefits received by recipients of programs administered by the Department.
- ◆ **Wire Third Party Query System (WTPY)** is described in 14-G. This report provides information on Social Security and SSI status for persons not found on the BENDEX or SDX, usually applicants.
- ◆ **SSA Earnings and Pension Report** is described in 14-G. This report lists certain wages, self-employment income, and pensions reported to the Social Security Administration.

On occasion, information is needed which is not available through these data exchanges. Also, the local office may wish to transmit information to the Social Security office. In these situations use form SSA-1610-U2, *Public Assistance Information Request*. Please refer to 6-Appendix, which indicates when the form is to be used and instructions for use.

Note: Form 470-0640, *State Supplementary Assistance Certification or- Termination*, and form 470-0461, *Report of Change in Circumstances—SSI-Related Programs*, are used to exchange information on clients of State Supplementary Assistance programs administered for the Department by the Social Security Administration. (See 6-Appendix.)

Form 470-0363, *Certification of Eligibility of SSI Applicant*, is used when there is a delay in Medicaid eligibility for an SSI applicant. (See 6-Appendix.) The DHS local office must supply these forms to the Social Security district office.

Disability Determination

Upon a request from the Division of Vocational Rehabilitation Services, the local office shall provide information on mutual clients which may be used by the Division in determining the disability status of persons applying for Social Security disability benefits.

The Division of Vocational Rehabilitation Services in the Department of Education has been designated by the Social Security Administration as the state agency responsible to make disability determinations. The Disability Determination Service Bureau is the unit responsible.

When the client indicates that services or assistance has been received through DHS, the local office may be contacted and asked to provide information from the client's case record.

The initial contact is usually by phone with a follow-up written request accompanied by an authorization to release information signed by the client. Upon receipt of the client's authorization, the local office shall comply with the request and furnish the information.

SOCIAL SECURITY OFFICES

Following is a listing of Social Security offices in Iowa and the counties each one serves. All correspondence, including SSA-1610-U2 forms, shall be sent to the office serving your county.

<u>Office</u>	<u>Counties Served</u>	
<u>Ames</u>		
600 5 St Suite 100 Ames, Iowa 50010	Boone Dallas	Story
<u>Burlington</u>		
PO Box 638 3012 Division Street Burlington, Iowa 52601	Des Moines Henry	Lee Louisa
<u>Carroll</u>		
PO Box 158 628 Main St Suite 104 Carroll, Iowa 51401	Audubon Carroll Crawford	Green Guthrie Shelby
<u>Cedar Rapids</u>		
5021 Duffy Dr NE Suite A Cedar Rapids, Iowa 52402	Benton Iowa	Jones Linn
<u>Clinton</u>		
266 Fourth Ave S Clinton, Iowa 52732	Clinton	

SOCIAL SECURITY OFFICES

Iowa Department of Human Services
Title 6 Other Income Maintenance Programs
Chapter A Social Security Programs

September 16, 2003

<u>Office</u>	<u>Counties Served</u>		
<u>Council Bluffs</u>			
1026 Woodbury Ave Council Bluffs, Iowa 51503	Fremont Harrison	Mills Pottawattamie	
<u>Creston</u>			
201 N. Elm Street Creston, Iowa 50801	Adair Adams Cass Clarke	Decatur Madison Montgomery Page	Ringgold Taylor Union
<u>Davenport</u>			
Room 114, Federal Building 131 E 4th St Davenport, Iowa 52801	Cedar Muscatine Scott		
<u>Decorah</u>			
317 Washington St Suite 1 Decorah, Iowa 52101	Allamakee Chickasaw	Howard Winnesheik	
<u>Des Moines</u>			
Room 293, Federal Building 210 Walnut Street Des Moines, Iowa 50309	Polk Warren		
<u>Dubuque</u>			
350 W. 6 St Dubuque, Iowa 52001	Clayton Delaware	Dubuque Jackson	
<u>Fort Dodge</u>			
205 S 8 St Fort Dodge, Iowa 50501	Calhoun Hamilton Humboldt	Kossuth Pocahontas	Webster Wright
<u>Iowa City</u>			
400 S Clinton, Room 206 Iowa City, Iowa 52240	Johnson Washington		

September 16, 2003

<u>Office</u>	<u>Counties Served</u>		
<u>Marshalltown</u>			
PO Box 477 202 W State Street Marshalltown, Iowa 50158	Jasper Marshall	Poweshiek Tama	
<u>Mason City</u>			
208 N Adams Mason City, Iowa 50401	Cerro Gordo Floyd Franklin	Hancock Mitchell	Winnebago Worth
<u>Oskaloosa</u>			
1211 A Ave E Oskaloosa, Iowa 52577	Keokuk Mahaska	Marion	
<u>Ottumwa</u>			
1301 N Elm St Ottumwa, Iowa 52501	Appanoose Davis Jefferson	Lucas Monroe Van Buren	Wapello Wayne
<u>Sioux City</u>			
3555 Southern Hills Dr Sioux City, Iowa 51106	Lyon Monona	Plymouth Sioux	Woodbury
<u>Spencer</u>			
304 ½ 11th St SW Plaza Spencer, Iowa 51301	Clay Dickinson	Emmet O'Brien	Osceola Palo Alto
<u>Storm Lake</u>			
800 Oneida St. Storm Lake, Iowa 50588	Buena Vista Cherokee	Ida Sac	
<u>Waterloo</u>			
904 W 4th St Waterloo, Iowa 50702	Black Hawk Bremer Buchanan	Butler Fayette	Grundy Hardin



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

September 16, 2003

GENERAL LETTER NO. 6-A-2

ISSUED BY: Bureau of Financial Supports, Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 6, Chapter A, ***SOCIAL SECURITY PROGRAMS***, Title page, revised; Contents (page 1), revised; pages 1 through 7, revised; and pages 8 through 13, new.

Summary

This chapter is revised to:

- ◆ Update with the new manual format.
- ◆ Update Prouty benefit amounts.
- ◆ Update reference for HCFA to CMS.
- ◆ Add the addresses for local Social Security offices formerly found in 6-A-Appendix.
- ◆ Add the claim number benefit identification codes formerly found in 6-A-Appendix.

Effective Date

Upon receipt.

Material Superseded

Remove the entire Employees' Manual, Title 6, Chapter A, and destroy it. This includes the title page, Contents, and pages 1 through 7, all dated January 27, 1987.

Additional Information

Refer questions about this general letter to your income maintenance supervisor 2.